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AMS INSTRUCTION 463-1

Rev. 1

## XV DOCUMENTS REQUIRED BY COUNTRIES TO BE VISITED

Representatives of the Agency traveling abroad must comply with the entry requirements, including visa and health requirements, of the countries to be visited. Foreign consular officers stationed in the principal cities of the United States will furnish information on entry requirements.

## XVI DIPLOMATIC CONTACTS ABROAD

Representatives of the Agency traveling abroad shall contact the Agricultural Attache or, in his absence, such other diplomatic officials of the United States as appropriate before transacting business with officials of foreign governments. As a general rule, letters of introduction to officials of foreign governments will not be issued. If, because of unusual circumstances, it appears that the issuance of such letters will further the interests of the Department, the Division Director concerned shall submit a memorandum for the signature of the Deputy Administrator, Management, AMS and FGIS, or Administrator, P&SA, addressed to the Administrator, FAS, explaining why the letter is necessary and asking that it be prepared.

## XVII DISPOSITION OF PASSPORTS UPON COMPLETION OF TRAVEL

A Return of Passports to FAS. All official passports issued for official travel must be turned in to the Employee Relations and Services Branch, PE Division, for forwarding to the Foreign Travel Section, FAS, as soon as possible after the traveler returns to the United States.

B Obtaining Passports for Subsequent Travel. If the traveler is authorized to perform foreign travel within a 5-year period from the original issue date of the passport, the same passport will be released by FAS upon submission of a new Form AD-121.

C Notification to FAS on Change of Employment Status. Divisions shall notify the Employee Relations and Services Branch, PE Division, of any change in employment status which would affect the need for maintaining an unexpired passport (i.e., retirement, transfer to another Department, etc.). The PE Division will advise the Foreign Travel Section, FAS, of the change.

## XVIII OFFICIAL AND PRIVATE TRAVEL TO THE PEOPLE'S REPUBLIC OF CHINA (PRC)

Official and private travel to the PRC by employees and their dependents must be coordinated by USDA with the Department of State.

### A Employees and requesting offices shall:

1 For official travel, submit all necessary documents as described in Section IX to the Employee Relations and Services Branch, PE Division, in sufficient time to allow for coordination through FAS with the Department of State at least \*-60-\* days before application is made for a visa.

#### DISTRIBUTION:

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#### MANUAL MAINTENANCE INSTRUCTIONS:

Revised to include change shown by asterisks. Remove Pp. 13 & 14 (dated 7-22-75) to AMS Instr. 463-1, Rev. 1. File revised Pages.

Page 13

Revised  
July 5, 1977

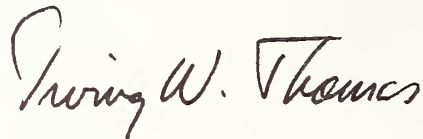
(XVIII A)

2     For private travel, submit a notification, in memorandum form, to the PE Division in sufficient time to allow for coordination through FAS with the Department of State at least 30 days before application is made for a visa.

B     The PE Division shall:

1     Effect all necessary coordination through FAS.

2     Arrange with the Office of Personnel for all official and private travelers to receive the required security briefing.

A handwritten signature in dark ink, reading "Irving W. Thomas". The signature is written in a cursive style with a large, looping initial "I".

Irving W. Thomas  
Deputy Administrator, Management

Attachments